

AGENDA

HALTOM CITY COUNCIL MEETING

December 14, 2015

CITY HALL - 5024 BROADWAY AVENUE

Council Chambers

Work Session – 6:00 p.m./Regular Session – 7:00 p.m.

WORK SESSION 6:00 P.M.

CALL TO ORDER (General Comments)

- Worksession – Discuss Community Engagement with Community Project Coordinator
- Worksession – Discuss future Council Meetings regarding General/Special Election
- Review and discuss items on the regular agenda of December 14, 2015

EXECUTIVE SESSION

Section 551.071

As authorized by Chapter 551 of the Texas Government Code, the City Council reserves the right to adjourn into Executive Session at any time during the course of this meeting to seek legal advice from the City Attorney about any matters listed on the agenda, in addition to the following matters:

Consultation with the City Attorney pertaining to any matter in which the duty of the City Attorney under the Texas Disciplinary Rules of Professional Conduct which may conflict with the Open Meetings Act; including discussion of any item posted on the Agenda; to seek legal advice on: Agreement for Professional Services with James Pliska Consulting, L.L.C., open meetings, open records, contracts, expenditures and oversight of the Haltom City Economic Development Corporation, enforcement action for zoning violation, litigation, and settlement offers and/or claims for the following cases:

- Donald Anthony Hains v. City of Haltom City
- Flynn v. Haltom City EDC
- Progressive County Mutual Ins. Co. v. City of Haltom City
- James H. Watson v. City of Haltom City
- Louis Engler v. City of Haltom City, et al
- EEOC Charge No. 450-2015-01583
- City of San Antonio, Texas, on behalf of itself and all other similarly situated Texas cities v. Hotels.com, L.P., et al., Civil No. SA-06-CA-381-OG, a Class Action

Section 551.072 – Deliberations about Real Property

Deliberation regarding the purchase, exchange, lease or value of real property owned or leased by the City and the Economic Development Corporation, including the purchase of 3005 Markum Drive and adjoining vacant lots.

Section 551.074 - Personnel

Deliberation regarding the appointment, employment, evaluation, reassignment, or duties of the Municipal Court Judge.

REGULAR SESSION 7:00 P.M.

CALL TO ORDER

INVOCATION/PLEDGE OF ALLEGIANCE – Council Member Walter Grow

ANNOUNCEMENTS/EVENTS – Council Member Stephanie Davenport

PRESENTATION – City Employee Longtime Service Award

REGULAR AGENDA

1. **Minutes** – Consideration and/or action regarding approval of the Minutes of the meetings of November 19, 2015, November 23, 2015, November 30, 2015 and December 3, 2015.
2. **Replat (P-009-15) Fuel City** – Consideration and/or action regarding on the application of Mark Dietz with the Trinity River Development, LLC for approval of a Replat creating Lot 1, Block 1 of the Fuel City Haltom City Addition from Lot 1, Block 3 of the Wilkinson-Wright Addition, Tracts 20D, 20D2, 20I, 20J, 20K, 20K1-20K6, and 20K6A, located in the “C-3” Commercial District, containing approximately 8.308 acres, and locally known as 1705, 1709, 1713, and 1715 Haltom Road and 5013, 5015, 5031, 5035, and 5051 Parrish Road.
3. **Area Metropolitan Ambulance Authority** – Consideration and/or action to nominate a MedStar board representative.
4. **TIRZ No. 1 Board Appointments** – Consideration and/or action to appoint Place 1 and 3 on the Tax Increment Reinvestment Zone No. 1 Board of Directors.
5. **Water/Wastewater/Wastewater Collection Master Plan RFQ** – Consideration and/or action to approve city staff draft a RFQ for a Water Plant, Wastewater Treatment Plant, and a Wastewater Collection System Master Plan.
6. **Veteran’s Memorial Committee** – Consideration and/or action to create a Veteran’s Memorial Committee.
7. **Cancellation of the December 28, 2015 City Council Meeting** – Consideration and/or action regarding approval of canceling the December 28, 2015 City Council Meeting.

VISITORS/CITIZENS FORUM

*This time is set-aside for any person having business before the Council that is not scheduled on the agenda to speak to the Council. Please submit a completed Speaker’s Request Form to the City Secretary. All comments must be directed toward the presiding Officer rather than an individual council member or staff. Each speaker must limit his/her comments to the **subject matter** listed on the Speaker’s Request Form and must refrain from personal attacks toward any individual. A three to six minute time limit will be granted. **(Six minutes with prior notification and three without prior notification)**. If a group is present and interested in the same issue, please choose a spokesperson. Council cannot discuss or debate any issue brought forth at this time, nor can any formal action be taken, as it is not a posted agenda item in accordance with the open meetings law.*

BOARDS/COMMISSIONS

8. **Resignations of Board Members** – Consider approval of the resignations of Board/Commission Members.
9. **Appointment/Reappointment to Boards and Commissions** – Consider approval regarding appointments to Boards/Commissions.

EXECUTIVE SESSION

See Posting on Page One (1) of Agenda.

RECONVENE TO REGULAR SESSION

10. Take any action deemed necessary as a result of the Executive Session, including the acquisition of real property located at 3005 Markum Drive and adjoining vacant lots.

ADJOURNMENT

CERTIFICATION

I, ART CAMACHO, CITY SECRETARY OF THE CITY OF HALTOM CITY, TEXAS, DO HEREBY CERTIFY THAT THE ABOVE AGENDA WAS POSTED ON THE OFFICIAL BULLETIN BOARDS IN CITY HALL ON THIS THE 11th DAY OF DECEMBER, 2015 AT 5:00 P.M., WHICH IS A PLACE READILY ACCESSIBLE TO THE PUBLIC AT ALL TIMES AND THAT SAID NOTICE WAS POSTED IN ACCORDANCE WITH CHAPTER 551, TEXAS GOVERNMENT CODE.



ART CAMACHO, CITY SECRETARY

I CERTIFY THAT THE ATTACHED NOTICE AND AGENDA OF ITEMS TO BE CONSIDERED BY THE CITY COUNCIL WAS REMOVED BY ME FROM THE CITY HALL BULLETIN BOARD ON _____ DAY OF _____, 2015.
Name: _____ Title: _____



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CITY COUNCIL MEMORANDUM

City Council Meeting: December 14, 2015

Department: City Secretary

Subject: Minutes of November 19, 2015,
November 23, 2015, November 30,
2015 and December 3, 2015.

BACKGROUND

On November 23, 2015, a Regular Meeting was held at City Hall, 5024 Broadway Avenue; on November 19, 2015 and December 3, 2015, Special Meetings were held at City Hall, 5024 Broadway Avenue; on November 30, 2015, a Special Joint Meeting was held with the Fire Services Board at the Northeast Center, 3201 Friendly Lane.

FISCAL IMPACT

None.

RECOMMENDATION

Staff recommends the City Council approve the Minutes of the meetings of November 19, 2015, November 23, 2015, November 30, 2015 and December 3, 2015.

ATTACHMENTS

November 19, 2015 Minutes
November 23, 2015 Minutes
November 30, 2015 Minutes
December 3, 2015 Minutes

**MINUTES
HALTOM CITY COUNCIL WORKSESSION
Haltom City Hall
5024 Broadway Avenue, Haltom City, Texas 76117
November 19, 2015**

A Worksession was held by the City Council on November 19, 2015, at 7:00 p.m. at City Hall, Haltom City, Texas, with the following members present:

Mayor David Averitt	Mayor Pro-Tem Bob Watkins
Council Place 1 Jeannine Nunn	Council Place 2 Walter Grow
Council Place 3 Scott Garrett	

Council Place 4 Trae Fowler arrived at 7:46 p.m. Council Place 6 Stephanie Davenport and Council Place 7 Dr. An Truong were absent. City Staff Present: Keith Lane, Interim City Manager; Art Camacho, City Secretary, Justin French, Planning and Community Development Director, Jennifer Fung, Finance Director. Also present were P & Z Commission members Steve Chapman and Trenton Tidwell.

CALL TO ORDER

Mayor Averitt called the Worksession to order at 7:22 p.m.

1. General Discussion on: Municipal Sales and Use Tax Election – Mayor Averitt opened the discussion and several Council members stated they were in favor of leaving the sales and use tax percentages in their current rate while the Loop 820 development continues. It was agreed to place this item on the next Council Worksession for discussion with Council members who were absent.

Council Member Scott Garrett left the Council meeting at 7:45 p.m. and Council Member Trae Fowler arrived at 7:46 p.m. Council Member Fowler was informed of the placing of this item on the next Council meeting Worksession on November 23, 2015.

2. General Discussion on: Planning & Community Development – Overcrowding and Long Range Planning with the P & Z Commission – Planning and Community Development Director Justin French addressed issues that were discussed previously and a discussion regarding bike lanes, parking violations, weekend code enforcement shifts and single-side street parking was held. In addition, the subjects of possible “one-way” streets, sidewalk widths, front yard paving, and different development scenarios were discussed.

Mayor Averitt left the meeting at 9:05 p.m.

The discussion continued with the issues of zoning, private and public development, updated plan use, and redevelopment being discussed. The Council directed the P & Z to take an initiative toward short and long term planning and modifying the current land use plan for the most beneficial result.

ADJOURNMENT

Mayor Pro Tem Watkins adjourned the Worksession at 9:57 p.m.

RESPECTFULLY SUBMITTED BY:

APPROVED BY:

Art Camacho, City Secretary

David Averitt, Mayor

**MINUTES
HALTOM CITY COUNCIL MEETING
CITY HALL, 5024 BROADWAY AVENUE
November 23, 2015**

A Regular Meeting was held by the City Council of the City of Haltom City, Texas, on November 23, 2015, at 7:00 p.m. at City Hall, 5024 Broadway Avenue, Haltom City, Texas, with the following members present:

Mayor David Averitt	Mayor Pro Tem Bob Watkins
Council Place 1 Jeannine Nunn	Council Place 2 Walter Grow
Council Place 3 Scott Garrett	Council Place 4 Trae Fowler
Council Member 6 Stephanie Davenport	Council Place 7 Dr. An Truong

Staff Present: Keith Lane, Interim City Manager; Chuck Barnett, Assistant City Manager; Wayne Olson, City Attorney; Art Camacho, City Secretary; Jennifer Fung, Finance Director; and Greg Van Nieuwenhuize, Public Works Director.

WORKSESSION

CALL TO ORDER

Mayor David Averitt called the Worksession to order at 6:02 p.m. City Secretary Art Camacho presented a calendar for scheduling future meetings and the Council decided to have Special Meetings regarding the following:

1. Thursday, December 3, 2015 – Discuss community engagement and meet with James Pliska Consulting regarding the possibility of a water and wastewater treatment plant at City Hall.
2. Thursday, December 10, 2015 – Worksession regarding Municipal Sales and Use Tax Special Election at City Hall.
3. Monday, December 28, 2015 – The Council will decide at the December 14th Regular Meeting to determine if a second monthly meeting is needed.

Finance Director Jennifer Fung presented the NCTCOG agreement and a discussion was held regarding the date of expiration, city usage, terms of the contract, and the downside of non-participation in regard to grants. Ms. Fung also presented information regarding the Municipal Sales and Use Tax Special Election, which included the different amounts of percentage that can exceed prior rates, ballot language, and the usage of these tax revenues. The Council will have a Worksession regarding this issue on December 10th. The Regular Agenda was reviewed and no changes were made. The Worksession ended at 7:04 p.m. and Mayor Averitt called for a small recess before the Regular Meeting.

REGULAR MEETING

CALL TO ORDER

Mayor Averitt called the meeting to order at 7:15 p.m.

INVOCATION/PLEDGE OF ALLEGIANCE

Council Member Jeannine Nunn gave the Invocation and led the Pledge of Allegiance and the Texas Flag Pledge.

ANNOUNCEMENTS AND EVENTS

Council Member Stephanie Davenport announced the following:

Holiday Bedtime Story Time - Thursday, December 10th, 6:30 p.m. – Featuring Mr. & Mrs. Claus, stories, puppet show, come in your PJs (mom & dad too!) - Bring your camera for photos.

Holiday Story Time Reads - Saturday, December 12th, 10:30 a.m. – 12:30 p.m. Co-sponsored by Delta Sigma Theta Sorority.

Family Movie Night - Monday, December 14th, 6:30 p.m. - Movie: *The Muppet Christmas Carol*.

Veterans Support Group - Monday, December 14th & 28th, 6 – 7 p.m. Meetings the 2nd & 4th Mondays of the month.

Craft Saturdays - Saturday, December 19st, 10 a.m. – Noon craft making for adults, \$5 plus supplies.

Story Times - Thursdays, 11 – 11:45 a.m. for ages 3 & older; Fridays, 10:30 – 11:15 a.m. for ages 2 & younger.

GED Classes - Classes are on Tuesdays, Wednesdays, and Thursdays, 5 – 8 p.m.

Christmas Craft Fair - The Christmas Craft Fair, hosted by Art in the City, is on Saturday, December 5th from 1 p.m. – 6 p.m. at the Haltom City Northeast Center. Twenty-four crafters will be selling their handmade specialties just in time for the holiday season!

Christmas on Broadway – Mark your calendars for the annual Christmas on Broadway family event on Saturday, December 5th from 3 p.m. – 6 p.m. at the Haltom Recreation Center. Activities will include bounce houses, a petting zoo, carriage rides, trackless train, Christmas crafts and cookie decorating, face painting, local choirs and Santa and Mrs. Claus....all FREE!! During Christmas on Broadway, we are having a toy drive to support “Giving Christmas” efforts to share Christmas with Haltom City children. Please contact me for more information, sponsorships and in-kind donations. Even \$1 helps and we need you! Contact Julie Orebaugh, Community Project Coordinator, for more information about these upcoming events.

The Stampede Celebrates 30 Years Runnin’! - Mark your calendars for our 30th Annual Haltom Stampede 5K & Fun Run on Saturday, February 13th, 2016. This will be a grand celebration, so plan to run and stay around for some fun! You will want to be a part of Stampede history. Sponsors and volunteers are needed. Please email cpruitt@haltomcitytx.com for more information.

Hiring Fair at the Rec - Please mark your calendar for December 10th from 10 a.m.-1 p.m. for a Hiring Fair at the Haltom Recreation Center. The Community Enrichment Center is hosting and looking for employers and service providers to participate in the fair. To sign up or for more information, please contact Theo Bray at 817-281-1164 ext. 129 or email theo@thecec.org.

Youth Basketball - This is the *last week* for registration for youth basketball and Lil’ Ballers! Deadline is November 28. Late registration is November 30 - December 4, in person only, but the cost goes up. Late registration is \$70 per player for boys and girls ages 7-12 (age as of September 1) or \$50 for Lil’ Ballers (ages 4-6). All practices and games are held at the Haltom Recreation Center. Coaches are needed! Call 817-831-6464 for more information.

Gym Floor Repair - The big gym at the Recreation Center will be closed beginning December 9th for approximately 2-3 weeks to undergo a major facelift. The City Council approved our request to refinish the floor, which includes sanding down to the bare wood and restriping the entire gym floor. We’ll have a brand new floor ready to break in for youth basketball! We apologize for the inconvenience, but know it will be worth it to extend the life of our gym floor for years to come.

Council Member Nunn announced the first meeting for those interested in the Veterans Memorial Garden will be held at the Library Conference Room on Tuesday, December 2nd at 6 p.m. Mayor Pro Tem Watkins stated he appreciated all who assisted with the Senior Center's Thanksgiving meal on Friday, November 20th. Council Member Fowler and Mayor Averitt both favorably commented on the Board and Commissions Banquet held on Tuesday, November 17th. Council Member Truong apologized for missing the Senior Center dinner due to a miscommunication.

PRESENTATION – City Employee Longtime Service Award. Interim City Manager Keith Lane presented a Twenty-Five year Service Award to Human Resources Generalist Sheila Byrom.

REPORTS

1. **Monthly Financial Report for October 2015** – Consideration and/or action regarding approval of the preliminary monthly Financial Report for the month ending October 30, 2015. Finance Director Jennifer Fung presented the monthly financial report that included the beginning budget year revenue and expenditure figures. A discussion on the variance of the property taxes collected in October 2015 because of the late adoption of the budget, the increase of sales tax over last year, and lower revenues on oil and gas and other revenue funds was held. Also, the increase in the City Council General Fund and the projected half-payment of property tax in November 2015 was discussed. No action was taken.
2. **Minutes** – Consideration and/or action regarding approval of the Minutes of the meetings of November 9, 2015 and November 16, 2015. Council Member Grow moved, seconded by Council Member Truong, to approve the Minutes of November 9, 2015 and November 16, 2015. ***The vote was unanimous. Motion carried.***
3. **Tarrant Appraisal District Board of Directors Election** – Consideration and/or action regarding the approval of Resolution No. R-2015-027-01 casting votes for the 2015 Tarrant Appraisal District (TAD) Board of Directors Election. Council Member Fowler moved, seconded by Mayor Pro Tem Watkins, to approve Resolution No. R-2015-027-01 - casting all 18 votes for the nomination of Mark Wood to the TAD Board of Directors. ***The vote was unanimous. Motion carried.***

VISITORS/CITIZENS FORUM

No citizen came forward:

BOARDS/COMMISSIONS

7. **Resignations of Board Members** – Consider approval of the resignations of Board/Commission Members. Mayor Pro Tem Watkins submitted the name of Allison Roach, seconded by Council Member Fowler, to be effective December 15, 2015. ***The Council approved the resignation unanimously.***
8. **Appointment/Reappointment to Boards and Commissions** – Consider approval regarding appointments to Boards/Commissions. Council Member Grow presented the appointment of Allison Roach to the Zoning Board of Adjustments, seconded by Council Member Garrett, to be effective December 15, 2015. ***The***

Council approved the appointment unanimously.

Mayor Averitt called for an Executive Session at 7:35 p.m. regarding the following:

EXECUTIVE SESSION

Section 551.071

As authorized by Chapter 551 of the Texas Government Code, the City Council reserves the right to adjourn into Executive Session at any time during the course of this meeting to seek legal advice from the City Attorney about any matters listed on the agenda, in addition to the following matters:

Consultation with the City Attorney pertaining to any matter in which the duty of the City Attorney under the Texas Disciplinary Rules of Professional Conduct which may conflict with the Open Meetings Act; including discussion of any item posted on the Agenda; to seek legal advice on: open meetings, open records, contracts, expenditures and oversight of the Haltom City Economic Development Corporation, enforcement action for zoning violation, litigation, and settlement offers and/or claims for the following cases:

- Donald Anthony Hains v. City of Haltom City
- Flynn v. Haltom City EDC
- Progressive County Mutual Ins. Co. v. City of Haltom City
- James H. Watson v. City of Haltom City
- Louis Engler v. City of Haltom City, et al.
- EEOC Charge No. 450-2015-01583.

Section 551.072 – Deliberations about Real Property

Deliberation regarding the purchase, exchange, lease or value of real property owned or leased by the City and the Economic Development Corporation.

Section 551.074 - Personnel

Deliberation regarding the appointment, employment, evaluation, reassignment, or duties of the Interim City Manager.

RECONVENE TO REGULAR SESSION

9. Take any action deemed necessary as a result of the Executive Session.
The Council reconvened to Regular Session at 9:15 p.m. No action was taken.

ADJOURNMENT

Mayor Averitt adjourned the meeting on November 23, 2015 at 9:15 p.m.

RESPECTFULLY SUBMITTED BY:

APPROVED BY:

Art Camacho, City Secretary

David Averitt, Mayor

MINUTES
HALTOM CITY COUNCIL AND FIRE SERVICES BOARD
JOINT SPECIAL MEETING
Northeast Tarrant Center
3201 Friendly Lane, Haltom City, Texas 76117
November 30, 2015

A Special Joint Meeting was held by the City Council of Haltom City and the Fire Services Board of Haltom City, Texas, on November 30, 2015, at 6:00 p.m. at the Northeast Tarrant Center, Haltom City, Texas, with the following members present:

Mayor David Averitt	Mayor Pro-Tem Bob Watkins
Council Place 1 Jeannine Nunn	Council Place 4 Trae Fowler
Council Place 6 Stephanie Davenport	Council Place 7 Dr. An Truong

Council Place 2 Walter Grow arrived at 6:25 p.m. and Council Place 3 Scott Garrett was absent. The following Fire Services Board members were present: Suzanne Norris, Chair; Linda Thompson, Treasurer; Harlan Streater, Phil Harris, David McConnell, Sue Austin, and Warren Davenport. City Staff present: Keith Lane, Interim City Manager, Art Camacho, City Secretary; Justin French, Planning and Community Development Director; Steve Ross, Fire Chief; Dr. Fred Napp, Fire Marshal; and Amy West, Fire Department Administrative Assistant.

CALL TO ORDER

Mayor Averitt called the City Council meeting to order at 6:03 p.m. Fire Services Board Chair Suzanne Norris called the Fire Services Board to order and presented the following discussion topics:

- How the Board works with the Firefighters – A list of activities that the Board engages the Fire Department and Community was presented, with emphasis given on one of the newest activities – Junior Fire Summer Camp.
- Community Events – A list of the community events was presented and comments were made regarding the dedication of the group in their participation of these events.
- Funding – A discussion was held regarding the fundraising and donation activities, and businessman David Dang was mentioned in his willingness to donate to the group.
- Long Range Plans – The Board plans to increase the number of campers for their Junior Fire Summer Camp and also work on getting their activities exposed to the public through various media means.
- Concerns – The Board expressed a desire to be able to acquire donations through the city website, seek to balance their direct budget with the Finance Department, have more donation options available, open their activities to the diverse culture of Haltom City, and have a Council Liaison to assist with communicating with the City Council.

ADJOURNMENT

Mayor Averitt and Chair Norris adjourned the Joint Meeting at 7:10 p.m.

RESPECTFULLY SUBMITTED BY:

APPROVED BY:

Art Camacho, City Secretary

David Averitt, Mayor

MINUTES
HALTOM CITY COUNCIL WORKSESSION
Haltom City Hall
5024 Broadway Avenue, Haltom City, Texas 76117
December 3, 2015

A Worksession was held by the City Council on December 3, 2015, at 6:00 p.m. at City Hall, Haltom City, Texas, with the following members present:

Mayor David Averitt	Mayor Pro-Tem Bob Watkins
Council Place 1 Jeannine Nunn	Council Place 2 Walter Grow
Council Place 3 Scott Garrett	Council Place 6 Stephanie Davenport
Council Place 7 Dr. An Truong	
Council Place 4 Trae Fowler arrived at 6:15 p.m.	

City Staff Present: Keith Lane, Interim City Manager; Chuck Barnett, Assistant City Manager; Art Camacho, City Secretary, Justin French, Planning and Community Development Director; Glenna Batchelor, Building Official; and Greg Van Nieuwenhuize, Public Works Director.

CALL TO ORDER

Mayor Averitt called the Worksession to order at 6:00 p.m.

1. General Discussion on: Community Engagement – Mayor Averitt opened the Worksession and a discussion was held regarding the city website, interaction with the BISD, music events/festivals, and the formation of a committee to oversee these events. In addition, community artwork, website improvement suggestions, spring teambuilding activities, and changing the perception of the city was discussed. A Council Worksession, with Community Projects Director Julie Orebaugh and possible IT staff will be placed on the next agenda.
2. General Discussion on: Water and Wastewater Treatment Plants – James Pliska, of James Pliska Consulting, presented a brief regarding the past history of the public works wastewater treatment plant and the factors involved with the possible construction and installation of a water/wastewater plant. A discussion was held regarding general specifics of this undertaking and the Council requested a feasibility report, through a Request for Proposal (RFP), by qualified consultants to be placed for discussion and/or approval at the next Council meeting.

ADJOURNMENT

Mayor Averitt adjourned the Worksession at 8:11 p.m.

RESPECTFULLY SUBMITTED BY:

APPROVED BY:

Art Camacho, City Secretary

David Averitt, Mayor

CITY COUNCIL MEMORANDUM

City Council Meeting: December 14, 2015
Department: Planning & Community Development
Subject: Replat (P-009-15) Fuel City

BACKGROUND

Consider action on the application of Mark Dietz with Trinity River Development, LLC for approval of a Replat creating Lot 1, Block 1 of the Fuel City Haltom City Addition from Lot 1, Block 3 of the Wilkinson-Wright Addition, Tracts 20D, 20D2, 20I, 20J, 20K, 20K1-20K6, and 20K6A, located in the "C-3" Commercial District, containing approximately 8.308 acres, and locally known as 1705, 1709, 1713, and 1715 Haltom Road and 5013, 5015, 5031, 5035, and 5051 Parrish Road.

The applicant proposes to create one lot from Lot 1, Block 3 of the Wilkinson-Wright Addition and several unplatted tracts of land. The developer is seeking to consolidate all parcels into one lot of record to develop a retail store with fuel sales, food sales, and an automated carwash.

FISCAL IMPACT

None.

RECOMMENDATION

On November 10, 2015, the Planning and Zoning Commission recommended approval of P-009-15 by a vote of 3-0-0. Other than discretionary matters for the Council, the application is administratively complete and meets the requirements of the Subdivision Ordinance.

ATTACHMENT

P&Z Staff Report with Attachments

CITY COUNCIL MEMORANDUM

City Council Meeting: December 14, 2015

Department: Administration

Subject: Area Metropolitan Ambulance Authority – Board Representative Election

BACKGROUND

Haltom City is one of fourteen member jurisdictions, collectively the “Suburban Jurisdictions”, of MedStar pursuant to the Amended and Restated EMS Interlocal Agreement. The Agreement provides that the Suburban Jurisdictions are entitled to one seat on the Board of Directors of MedStar. Byron Black currently serves as the Suburban Jurisdictions’ representative, but recently tendered his resignation effective December 31, 2015.

The appointment by the Suburban Jurisdictions of a person to serve as their representative on MedStar’s Board is through an election process established by the Agreement. The attached letter outlines the procedure and provides a bio of the two candidates, DanO Strong and Steve Tatum.

FISCAL IMPACT

None.

RECOMMENDATION

Staff recommends the City Council elect a representative to the Board of Director of the Area Metropolitan Ambulance Authority d/b/a MedStar.

ATTACHMENTS

Letter from MedStar Executive Director Douglas Hooten
List of Candidates
AMAA Suburban City Population

CITY COUNCIL MEMO/RESOLUTION

City Council Meeting: December 14, 2015

Department: Administration

Subject: Reinvestment Zone No. 1 Board of Directors

BACKGROUND

On April 21, 2014, the City Council passed Ordinance No. O-2014-011-15 creating the Tax Increment Reinvestment Zone (TIRZ) No. 1. The ordinance also included the creation of the Zone's Board of Directors. The Board consists of five (5) members, of which the Council appointed four (4) of the members, identified as Places 1-4. The fifth member, identified as Place 5, is Tarrant County's representative since the County also participates in the Zone. Places 1, 3 and 5 have terms which expire December 31, 2015. Places 2 and 4 have terms expiring December 31, 2016. The ordinance also states that Places 6 and 7 are to be appointed by the Tarrant County College District and the Tarrant Hospital District, both of which are vacant because they did not participate in the Zone.

Place 5 is currently held by Steve Townsend and Tarrant County has appointed Mr. Townsend to that seat.

FISCAL IMPACT

None.

RECOMMENDATION

Staff recommends the City Council approve appointing Places 1 and 3 of the Tax Increment Reinvestment Zone No. 1 Board of Directors.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HALTOM CITY:

That the above stated Staff recommendations are hereby approved and authorized.

PASSED AND APPROVED at a regular meeting of the City Council of the City of Haltom City, Texas this 14th day of December, 2015, at which meeting a quorum was present, held in accordance with the provisions of V.T.C.A., Government Code, §551.001 *et seq.*

APPROVED

David Averitt, Mayor

ATTEST:

Art Camacho, City Secretary

APPROVED AS TO FORM:

Wayne Olson, City Attorney

CITY COUNCIL MEMORANDUM

City Council Meeting: December 14, 2015

Department: Public Works

Subject: Request for Qualifications – Water Plant, Wastewater Plant and Wastewater Collection System Master Plan

BACKGROUND

In the current fiscal year budget, there is \$150,000 budgeted for a Wastewater Collection System Master Plan (WWP). This amount was budgeted in order to comply with the City's agreement with the Texas Commission on Environmental Quality (TCEQ) to eliminate sanitary sewer overflows. The City is in the 9th year of an 11 year plan. Last fiscal year (FY2015), the City was supposed to update the WWP; however, this item was not included as part of the FY2015 Budget. Because of the cost to prepare a WWP, it was not feasible for the FY2015 Budget to absorb this cost and under the circumstances, the TCEQ is allowing the City to update the WWP in the current fiscal year.

The types of engineering firms that prepare WWPs are also the same types of firms that can conduct feasibility studies for water plants and wastewater plants. Consequently, there are probably some economies of scale and scope to combine all three (3) items into one Request for Qualifications (RFQ).

Staff believes the RFQ needs to cover four (4) basic areas. These areas being:

1. Background of Haltom City
2. Background of the consulting firm
3. Minimum requirements of the firm who will be conducting the studies
4. Anticipated deliverables

Background of Haltom City:

- Haltom City is 12.4 square miles and has a population of 42,000. The build-out population is anticipated to be 50,000 (2030 – 2035 time period).
- Haltom City has 17 businesses that are classified as pretreatment businesses.
- Haltom City has two (2) water connections into the City of Fort Worth water distribution system.
- Haltom City has 17+/- wastewater connections into the City of Fort Worth wastewater collection system.

Background of the consulting firm:

- Previous experience of the firm including proven ability to provide services of a similar type.
- Qualifications of the project manager and key project team members.
- Proven ability to perform the work to meet specifications and deadlines.
- Quality of previous work based on references and staff research of previous work.
- Degree of responsibility accepted by the firm for technical aspects of the project.
- Description of how the firm will approach and manage the project including a description of the major aspects the City will need to consider.
- Proposed schedule, including a graphic timeline with key project milestones within the Statements of Qualifications.
- Firm's proximity to Haltom City.

Minimum requirements of the firm who will be conducting the studies:

- The firm/team must have conducted at least ten (10) types of similar studies within the last ten (10) years. At least five (5) of these studies shall have been for cities with a population of 20,000 to 100,000.
- Familiarity with the City of Fort Worth rate structures for water, wastewater and pretreatment charges.
- Previous project examples and at least five (5) references for similar type work.

Anticipated deliverables:

- A Water Plant Study that determines the feasibility of Haltom City owning its own Water Plant. The Study shall address:
 - Amount of land required now and for expansion
 - Potential plant location(s)
 - Anticipated costs, to include:
 - Land acquisition costs
 - Additional water main construction costs
 - Additional pump station costs
 - Plant Construction costs
 - Annual operating costs
 - Annual equipment costs
 - Annual capital costs
 - etc.
 - Economic feasibility in comparison to Fort Worth's Water Rates

- Change in economic feasibility if other cities (Keller, North Richland Hills, Richland Hills, Watauga) share in the use of the Water Plant
 - Anticipated changes to TCEQ regulations
- A Wastewater Plant Study that determines the feasibility of Haltom City owning its own Wastewater Plant. The Study shall address:
 - Amount of land required now and for expansion
 - Potential plant location(s)
 - Anticipated costs, to include:
 - Land acquisition costs
 - Additional sanitary sewer main construction costs
 - Additional lift station costs
 - Plant Construction costs
 - Annual operating costs
 - Annual equipment costs
 - Annual capital costs
 - Pretreatment program costs
 - etc.
 - Economic feasibility in comparison to Fort Worth's Wastewater Rates
 - Change in economic feasibility if other cities (Keller, North Richland Hills, Richland Hills, Watauga) share in the use of the Wastewater Plant
 - Anticipated changes to TCEQ regulations
- A Wastewater Collection System Master Plan that includes:
 - A sanitary sewer main and manhole replacement schedule
 - Upsizing of mains and lift stations as appropriate
 - Updates to Haltom City's sanitary sewer policies
 - Analysis of a "septic to public sanitary sewer" program

FISCAL IMPACT

Partial funding (\$150,000) is available in the Water Capital Projects (Account 42-43203-311-00-CSSMP) for the Wastewater Collection System Master Plan. If this account cannot also absorb the cost for the feasibility studies for a water plant and wastewater plant, the Water and Sewer Fund's balance can probably absorb this cost; however, a Budget Amendment will then need to be approved by the City Council.

RECOMMENDATION

Staff recommends the City Council authorize staff to draft an RFQ addressing the items indicated above and any additional items discussed at the December 14th City Council Meeting.

CITY COUNCIL MEMORANDUM/RESOLUTION

City Council Meeting: December 14, 2015
Department: Administration
Subject: Veteran's Memorial Committee

BACKGROUND

At the September 9, 2015 Budget Meeting, Council Member Jeannine Nunn addressed the Council in regard to creating and installing a veteran's memorial garden/park area to commemorate Haltom City veterans. To further enhance this project, a Veteran's Memorial Committee is needed in providing ideas and direction.

FISCAL IMPACT

None.

RECOMMENDATION

The City Council will select citizens to serve on this committee and have them designate their objectives and by-laws, under the approval of the City Council.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HALTOM CITY:

That the above stated Staff recommendations are hereby approved and authorized.

PASSED AND APPROVED at a regular meeting of the City Council of the City of Haltom City, Texas this 14th day of December, 2015, at which meeting a quorum was present, held in accordance with the provisions of V.T.C.A., Government Code, §551.001 *et seq.*

APPROVED

David Averitt, Mayor

ATTEST:

Art Camacho, City Secretary

APPROVED AS TO FORM:

Wayne Olson, City Attorney

CITY COUNCIL MEMORANDUM/RESOLUTION

City Council Meeting: December 14, 2015
Department: City Secretary
Subject: Cancellation of the December 28, 2015 City Council Meeting

BACKGROUND

At the November 23, 2015 Worksession, the City Council considered canceling the second meeting in December due to potential conflict with the holiday season and the necessity of conducting a Council meeting. On occasion, the Council has cancelled the second scheduled meeting in December in the past.

FISCAL IMPACT

None.

RECOMMENDATION

It is recommended Council approve the cancellation of the December 28, 2015 City Council meeting.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HALTOM CITY:

That the above stated staff recommendations are hereby approved and authorized.

PASSED AND APPROVED at a regular meeting of the City Council of the City of Haltom City, Texas this 14th day of December, 2015, at which meeting a quorum was present, held in accordance with the provisions of V.T.C.A., Government Code, §551.001 *et seq.*

APPROVED

David Averitt, Mayor

ATTEST:

Art Camacho, City Secretary

CITY COUNCIL MEMORANDUM

City Council Meeting: December 14, 2015
Department: City Secretary
Subject: Boards and Commissions
Resignation of Members

BACKGROUND

The City Council will consider action regarding the resignations from Boards and Commissions. Valerie Deering resignation from the Fire Services Board and Patrick Doport's resignation from the Library Board.

FISCAL IMPACT

None.

RECOMMENDATION

None.

ATTACHMENT

Email from Fire Services Board Chair Suzanne Norris.
Email from Library Director Lesly Smith

CITY COUNCIL MEMORANDUM

City Council Meeting: December 14, 2015
Department: City Secretary
Subject: Boards and Commissions
Appointments/Reappointments

BACKGROUND

The City Council will consider action regarding the appointment/reappointment of board and commission members. The list below indicates positions that are due for appointment/reappointment or are vacant. The citizen position on the Animal Advisory Committee will be vacant after December 15.

FISCAL IMPACT

None.

RECOMMENDATION

None.

ATTACHMENTS

Applications: Diana Williams, David Wood, Suzanne Norris, Dorothy Tyler, Linda Thompson, Anastasia Taylor, Myrna DelaRosa, Sue Austin, and Rick Edgett.

Mayor: Housing Authority reappointments – Leticia Aguilar, Willis Nelson and appointment Myrna DelaRosa. Appointments for P&Z Alternate 2 and ZBA Alternate.

Councilmember Place 1: CCPD/Red-light Camera, Fire Services, P&Z, and ZBA.

Councilmember Place 2: CCPD/Red-light Camera.

Councilmember Place 3: Beautification and CCPD/Red-light Camera.

Councilmember Place 5: CCPD/Red-light Camera

Councilmember Place 7: Beautification, CCPD/Red-light Camera, Fire Services, Parks, P&Z, ZBA.